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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School ~~CONFIDENTIAL~~ DATE: 2 November 1960

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 39, 25 October - 1 November 1960

COURSE ACTIVITIESAdministrative Procedures:

1. The tradecraft test for the Administrative Procedures Course, Phase I, is based on the film "Walk East on Beacon". This film was scheduled for 1010 hours on Friday, 28 October. The students were in the auditorium for one hour while the projectionist made numerous attempts to show the film without success. The print was not usable. Mrs. [REDACTED] sent a messenger to Graphics for another print. After a lapse of two hours and twenty minutes the students were able to see the film. As Friday was also the end of Phase I, we were unable to make up the time lost.

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2. Phase II of the Administrative Procedures Course started Monday, 31 October with an enrollment of 14 students.

Budget and Finance Course:

1. Mr. [REDACTED] consulted with the Deputy Comptroller, Mr. [REDACTED] on the Budget and Finance Course scheduled for 14 November 1960. Mr. [REDACTED] reviewed the schedule as it relates to his presentation on the responsibilities of handling government funds.

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2. One of the students that failed to satisfactorily complete the last Budget and Finance Course, due to inadequate background, (Weekly Report No. 35, Budget and Finance paragraph) subsequently failed the Communications training. NE Division has cancelled her overseas assignment.

3. Apropos of the above, satisfactory completion, within the past two years, of Administrative Procedures or Operations Support, Phase II, is the established prerequisite for Budget and Finance. Upon occasion we receive requests to waive the prerequisite and admit students to Budget and Finance whose assignments require knowledge of the specialized subjects taught in the Course but who fail to meet the requirements. Wherever possible, we have accepted such students on the premise that some training is better than none.

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However, in the majority of cases, the performance of these students serves to confirm the validity of insisting on the necessary prerequisites being met.

OUTSIDE ACTIVITIES

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Mr. [REDACTED] contacted Mr. [REDACTED] of the Office of Personnel Plans Staff to get some information on "Trends in Personnel Management" which will be used in a lecture to be given in the "Special Security Officer Orientation Course."

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PERSONNEL NOTES

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1. Mr. [REDACTED] as on annual leave one day.
2. Mr. [REDACTED] on annual leave for two days.
3. Mr. [REDACTED] was on sick leave for one day.

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